

Workshops

Attend one of our many workshops to expand and enrich your job searching skills and abilities.

TO REGISTER:

To sign up for any workshop call 652-3080 or stop by the front desk at 2121 Rosebud.

Feel free to call us at 652-3080 for any additional information.



Billings Workforce Center
2121 Rosebud Drive #B
Billings, MT 59102-9902

Tel 406/652-3080
Fax 406/652-0444

Advancing Your Career

1st Friday of month 1:00pm—3:00pm

Overview of the unwritten rules of the workplace. Employer's input helped shape and develop the topics for this class. Discuss the important role of communication, how attitude affects opportunities and several more critical factors to success.

Interviewing Skills

Monday 11:00am—12:30am

Develop and improve interviewing skills. Determine and understand the needs of the employer and your occupation. Know key preparation steps and hear sample questions and responses.

Master Applications

2nd and 4th Monday 9:00am—10:30am

Learn what employers are looking for and how to make your application work for you. Target skills the employer desires by writing an appropriate description of your work experience. Complete an application in class that can be used as a guide in job searching.



Maximize Your Job Search

1st and 3rd Tuesday 2:00pm—4:00pm

Expand your knowledge and usage of the Job Service website. In this workshop you will learn about our registration, how to update your account and how to format your information to create a chronological resume. You will also learn about some great online resources to help with job searching.

Resume

Thursday 1:00pm—3:00pm

Discover the power of resumes in this informational class. Learn the types of resumes and which one works for you. Gain knowledge of how to develop a cover letter for maximum impact.

WinWay (Resume software)

1st and 3rd Tuesday 9:00am—10:00am

Create a resume utilizing the WinWay software program in this hands-on class. Follow along as you are guided step by step through the program. Make the most of this software by exploring the cover letter and interview capabilities.

Veteran Orientation

2nd and 4th Friday 1:30pm—3:00pm

For Veterans new to Job Service or those who would like information about available Veteran resources. Discover local contacts as well as great websites.